

## RECORDS RETENTION SCHEDULE

GC 28072

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Motor Vehicles		(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 1 PAGES	
(4) DIVISION/ BRANCH/ SECTION Administrative Services Division / Financial Services Branch/ Special Funds Unit		(5) ADDRESS 2415 First Avenue, Sacramento, CA 95818		
CHECK THE APPROPRIATE BOX				
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER <del>022 DMV-ASB-B</del> DMV-ASD-020	(10) SCHEDULE DATE November 26, 2007	(11) NUMBER OF PAGES 10	(12) CUBIC FEET (Total Schedule) 186
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1

## (17) MISSION/FUNCTIONAL STATEMENT :

ASD is committed to providing innovative and proactive services to our customers in order to support Departmental objectives.

## PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.**

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>[Signature]</i>		(19) TITLE Accounting Administrator II	(20) PHONE NUMBER 657-8030	(21) DATE SIGNED 12/4/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>[Signature]</i>	(23) CLASSIFICATION SSMI	(24) NAME (Printed or Typed) JIM MERCHAD	(25) PHONE NUMBER 657-5623	(26) DATE SIGNED 12/12/07

## PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>[Signature]</i>	(28) APPROVAL NUMBER 08-044	(29) DATE SIGNED 1/8/2008	(30) EXPIRATION DATE 2/6/2013
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## PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

## THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED



Feb. 15, 2008

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 6-98)

See instructions on reverse  
and in SAM 1600

DEPARTMENT <b>Motor Vehicles</b>	BILLING CODE (1) <b>51805</b>	SCHEDULE NUMBER (2) <b>DMV-ASD-022</b>	DATE (3) <b>11/26/2007</b>
ORGANIZATIONAL UNIT <b>Administrative Services Division - Special Funds</b>		PAGE <b>1</b>	OF <b>10</b>
ADDRESS (Number Street City) <b>2415 First Avenue, Sacramento, California 95818</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) <b>08-044</b>	

ITEM NUMBER <small>(Triple space between items)</small>  (6)	CUBIC FEET*  (7)	CALIFORNIA STATE ARCHIVES USE ONLY  (8)	TITLE AND DESCRIPTION OF RECORDS  <small>(Triple space between items)</small>  (9)	MEDIA  (10)	VITAL  (11)	RETENTION				PRA (Exempt) & IPA  (16)	REMARKS   (17)
						OFFICE  (12)	DEPT.  (13)	SRC  (14)	TOTAL  (15)		
MISSION STATEMENT		Special Funds Unit is responsible for the collections of the various programs (Abandoned Vehicle Air Quality, Fingerprint ID, FTA/FTP, Parking, Toll, etc...) and remits collections through SCO to the participating countries minus the Administrative Service Fee (ASF). The unit also does Fund 942, 877 Reconciliation's. Maintain Postage Meter balances, Smog Refunds, VLF Rebates, Unclaimed Trusts, and Federal Grants.									
1	13		Suspense Receipts	P		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy. Xi = means records belongs only to the unit. Other people (ie. auditors) can not access it. Exempt from public preview.
2	7		Stop Payment Check Requests	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
3	1		Used twice - Suspense Receipts & Warrants	P		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
4	1		Voided Suspense Receipts	P		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
5	1		Consience Payment	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
6	2		Smog Claim Schedule	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
7	1		Escheat	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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ORGANIZATIONAL UNIT Administrative Services Division - Special Funds		PAGE 2	OF 10
ADDRESS (Number Street City) 2415 First Avenue, Sacramento, California 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 08-044	

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8	2		VLF Refund Remail Claim Schedule	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
9	6		RM 91#10 (Vehicle Licensing fees car tax refund balancing and exception report.)	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
10	3		International Registration Plan (IRP) Suspense Receipts	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
11	2		International Registration Plan (IRP) Adm 344's	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
12	2		Single State State Reg (SSRS) Adm 344's	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy..
13	11		Revenue Corrections	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
14	4		Parking Violations Payments	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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ORGANIZATIONAL UNIT Administrative Services Division - Special Funds		PAGE 3	OF 10
ADDRESS (Number Street City) 2415 First Avenue, Sacramento, California 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 08-044	

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15	1		Parking Cards Offsets and Memos/ 5R's and SR/Violation Error Cards	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
16	1		Parking Vilations Master Listing & Collection Summary	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
17	1		Parking FTB Suspense Receipt Requests	P		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
18	7		Monthly Parking Claim Schedules	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
19	17		Failure to Appear/Failure to pay (FTA/FTP) Monthly and Daily Reconciliations	P		Active + 1	3 Yrs		4	Xi	Retain for 4 years from the end of the fiscal year, then destroy.
20	5		Toll Monthly and Daily Reconciliations	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
21	4		Action Requests for Vehicle License Fee	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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ORGANIZATIONAL UNIT Administrative Services Division - Special Funds		PAGE 4	OF PAGES (4) 10
ADDRESS (Number Street City) 2415 First Avenue, Sacramento, California 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 08-044	

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22	1		Vehicle License Fee/VR Rebates	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
23	2		Vehicle License Fee Refunds	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
24	1		Vehicle License Fee Redeposit/Cancelled Lists	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
25	3		Motor Carrier Permits (MCP) Daily and Monthly Reconciliations	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
26	1		VLF Rebate	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
27	4		SMOG Impact Refund	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
28	4		SMOG Impact Refund - Action Request	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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ADDRESS (Number Street City) 2415 First Avenue, Sacramento, California 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 08-044	

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29	2		VLF Action Request	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
30	1		SSRS, 344'S, MCP	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
31	1		Parking Monthly, Daily, Suspense Receipt	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
32	1		VLF Claim Schedule	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
33	1		Parking Stat Summary	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
34	1		MCP Daily Recon	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
35	1		SMOG Batch Control	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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ADDRESS (Number Street City) 2415 First Avenue, Sacramento, California 95818		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 08-044	

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36	1		AQ Reports for LA Dist	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
37	1		Toll Monthly Recon	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
38	1		Toll Daily Recon	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
39	1		Federal Fund, Mpnthly Recon, Schedules, RA, and Backup	P		Active + 1	3 Yrs	3	7		Retain for 7 years from the end of the fiscal year, then destroy.
40	1		Special Deposit Fund	P		Active + 1	3 Yrs	3	7		Retain for 7 years from the end of the fiscal year, then destroy.
41	4		Bonds Cash and Non Cash Deposits	P		Active					Do Not Destroy. All document (both Open and Closed Files) are to be retained in the Accounting Office.
42	3		Year End Financial Reports	P		Active + 1	3 Yrs	3	7		Retain for 7 years from the end of the fiscal year, then destroy..

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ORGANIZATIONAL UNIT <b>Administrative Services Division - Special Funds</b>		PAGE <b>7</b>	OF <b>10</b>
ADDRESS (Number Street City) <b>2415 First Avenue, Sacramento, California 95818</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) <b>06-044</b>	

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43	3		VLF Rebate Stale Dated Lists	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
44	1		VLF Rebate Re-deposit	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
45	1		Daily Toll, VLF Warrant, VLF-VR, VLF-PER	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
46	1		SMOG Impact, JE, A waiting coppies from SCO	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
47	1		Parking Listing & Collection Report	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
48	1		RM 91#10, Parking Monthly and Payment Reports	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
49	1		VLF Refund CV6 Action Request	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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50	1		VLF Rebate, Car Tax Refund	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
51	1		MCP Daily Recon	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
52	1		VLF CV6 Action Requests	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
53	1		Postage by Phone, Meter Reports	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
54	1		SMOG Impact Control	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
55	1		VLF PER CTX, VLF IRP RFD/Remail, VLF CTX CS	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
56	1		VLF CTX Remail, SAFE, FP, MCP Monthly	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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57	2		Monthly FTA/FTP	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
58	2		Monthly FTA/FTP and Daily	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy..
59	1		FTA/FTP DC and Daily	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
60	1		FTA/FTP Daily, Toll DC, RC, SSRS (344'S)	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
61	1		FTA/FTP Daily	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
62	1		MSR Void, SMOG Redeposit, ARDC Toll	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
63	1		Parking SR, Reconciliation, 5R/5T	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.

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See instructions on reverse  
and in SAM 1600

DEPARTMENT <b>Motor Vehicles</b>	BILLING CODE (1) <b>51805</b>	SCHEDULE NUMBER (2) <b>DMV-ASD-022</b>	DATE (3) <b>11/26/2007</b>
ORGANIZATIONAL UNIT <b>Administrative Services Division - Special Funds</b>		PAGE <b>10</b>	OF <b>10</b>
ADDRESS (Number Street City) <b>2415 First Avenue, Sacramento, California 95818</b>		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) <b>08-044</b>	

ITEM NUMBER <small>(Triple space between items)</small>  (6)	CUBIC FEET*  (7)	CALIFORNIA STATE ARCHIVES USE ONLY  (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small>  (9)	MEDIA  (10)	VITAL  (11)	RETENTION				PRA (Exempt) & IPA  (16)	REMARKS  (17)
						OFFICE  (12)	DEPT.  (13)	SRC  (14)	TOTAL  (15)		
MISSION STATEMENT		Special Funds Unit is responsible for the collections of the various programs (Abandoned Vehicle Air Quality, Fingerprint ID, FTA/FTP, Parking, Toll, etc...) and remits collections through SCO to the participating countries minus the Administrative Service Fee (ASF). The unit also does Fund 942, 877 Reconciliation's. Maintain Postage Meter balances, Smog Refunds, VLF Rebates, Unclaimed Trusts, and Federal Grants.									
64	5		Fund 877 Reconciliation	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
65	1		Exess Fees for Vessel Lien Sales Smog Impact (General Information) Smog Impact (Research Folders)	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy..
66	1		Use Fuel Tax Trip Permit Cancel Warrant Transaction Request	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
67	2		PUC - SSRS SSRS Reschedule SSRS Monthly Reconciliations	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
68	3		IRP Reconciliation IRP ADM344	P		Active + 1	3 Yrs		4		Retain for 4 years from the end of the fiscal year, then destroy.
69	4		Misc. Special Funds documents, procedures, memos and correspondence.	P		Active +1	6		7		Do Not Destroy. All document are to be retained in the Accounting Office.
70	1		Misc. Personnel and Management documents.	P		Active + 4			4		Do Not Destroy. All documentare to be retained in the Accounting Office. Except, for employee personnel file which are held for only three years.

\*Provide total of office and department storage only.

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